

**UTAH DEPARTMENT OF HUMAN SERVICES
DIVISION OF CHILD AND FAMILY SERVICES
RANDOM MOMENT SAMPLING FORM**

NAME

DATE

TIME

Section 1: Case Information

☐ 001 Working on a specific case:

☐ 002 Not Working On A Case

CLIENT ID NUMBER/NAME

Section 2: Program Information

Child and Family Programs

☐ 021 Child Protective Services

☐ 024 Adoption

☐ 022 Out-of-Home Care/Foster Care

☐ 025 Domestic Violence

☐ 023 Home Based Services

☐ 029 Engaged in Activities
not specific to any one program

Section 3: Activity Information

Case Specific Activity:

Eligibility Determination/Re-determination:

☐ 400 IV-E Foster Care

☐ 401 IV-E Adoption

Case Management:

☐ 501 Family assessment

☐ 502 Develop and implement service plan

☐ 503 Coordinate, arrange service delivery or
treatment resources as required by service
plan

☐ 504 Service plan reassessment

☐ 505 Record keeping, case documentation

☐ 506 Mobilizing & assisting in gaining access
to needed services

Child Protection/Family Support/Preservation:

☐ 600 Investigation of child abuse/neglect
pre-placement

☐ 601 Coordination of investigation of abuse/
neglect of child in facility/out-of-home
placement

☐ 602 Directly providing family support services

☐ 603 Directly providing family preservation services

☐ 604 Directly providing domestic violence treatment

☐ 605 Risk assessment and safety planning

Other Case Specific Activities:

☐ 800 Case staffing

☐ 801 Preparation for/ attendance at
court regarding placement

☐ 802 Preparation/attendance at
citizens review board

☐ 803 Preparation for, attendance at
administrative appeals

☐ 804 hearing/complaint resolution

Placement/re-placement of the
client (adoptive/foster home)

☐ 806 Recruitment/licensing of client
specific foster or adoptive home

☐ 807 Adoption referral, preparation for
placement

☐ 808 Foster care payment/adoption
subsidy/resolving payment issues

☐ 809 Transporting (non-medical)

☐ 810 Transporting (medical)

General Activity:

Training:

☐ 901 DCFS core training

☐ 902 University training

☐ 903 Permanency planning training

☐ 904 Foster care and adoptive parent
training

☐ 905 SAFE training

☐ 907 Other training

Other General Activities:

☐ 908 General recruitment/

licensing of adoptive/

foster parents

☐ 909 Staff meetings

☐ 910 Manual review,
professional/reference reading

☐ 911 Travel (not client or case
specific)

☐ 912 Clerical tasks

☐ 913 Lunch, breaks, personal
business

☐ 914 Other administrative tasks
(travel vouchers, personnel,
administrative forms or reports)

☐ 915 Community presentations

☐ 916 QA reviews

Non-Response/Other:

☐ 997 Employee on leave

Please Initial Here

Observer

__998 Employee not scheduled to work at
this time

__999 Invalid response